DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-EO

9 February 2004

MEMORANDUM FOR THE ADJUTANTS GENERAL OF ALL STATES, PUERTO RICO, THE U.S. VIRGIN ISLANDS, GUAM, AND THE COMMANDING GENERAL OF THE DISTRICT OF COLUMBIA

SUBJECT: National Guard Bureau (NGB) Equal Opportunity (EO) /Equal Employment Opportunity (EEO) Training Conference

1. The 2004 NGB EO/EEO Training Conference will be held 10-14 May 2004 at the Royal Sonesta Hotel New Orleans in New Orleans, Louisiana. Our Training Conference theme is " Equal Opportunity...the *RIGHT* thing to DO!" The objective of this conference is to provide essential training and individual development to EO/EEO personnel through hands on workshops, panel presentations and guest speakers. The conference will address technician and related Title VII issues as well as Army and Air National Guard Title VI topics. Attendees will have the valuable opportunity of interacting with peers and senior level officials to learn about changes in EO/EEO programs. Professional connections fostered at this training will assist attendees to lead successful Army and Air EO/EEO programs.

2. Target groups for the conference are:

a) State Equal Employment Managers (SEEM)
b) Human Resource/Equal Opportunity Officers (HR/EO)
c) Equal Opportunity Advisors (EOA)
d) Equal Opportunity Representatives (EOR)
e) Military Equal Opportunity personnel (MEO)
f) Human Resource Managers

Consider inviting State personnel who may not have programmatic responsibilities, but who may benefit from attending the training. A conference agenda will be sent to conference target groups during the month of March and available on the NGB-EO website.

3. Arrival and registration/check-in are scheduled for Monday, 10 May 2004, with the **Opening Reception** scheduled that date from 1800-2000 hours. **Training will begin on Tuesday, 11 May at 0800. The conference will conclude at 1630 on 14 May 2004, with 15 May 2004 as the authorized return travel day.** Conference participants are expected to attend the entire program. Each participant is required to stay in the Conference Hotel and make his/her own reservation directly with the Royal

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Sonesta Hotel New Orleans by calling (504) 586-0300. When making reservations inform the hotel that you will be attending the NGB-EO/EEO Training Conference. The lodging rate of 146.00, plus tax is guaranteed through Friday 16 April 2004. The $125.00 conference fee is reimbursable (be sure to have this statement included on your orders). The appropriate conference attire will be Class "B", and for civilians business casual (No shorts, jeans or t-shirts).

5. Please make plans to support and attend this training that will provide essential knowledge and skills to National Guard EO and EEO professionals. Questions regarding this conference may be directed to Jacqueline Ray-Morris, Conference Coordinator at DSN 327-1710 or COMM (703) 607-1710, or email address Jacqueline.Ray-Morris@ngb,ang.af.mil. You may also access important conference information on the National Guard Office of Equal Opportunity and Civil Rights website http://www.ngb.dtic.mil/ngb_staff/equal_op/index.shtml.

FELTON **PAGE**
Director, Office of Equal Opportunity and Civil Rights
National Guard Bureau

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